

# EMS TRAINING PROGRAM ADMINISTRATION MANUAL

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Title: <b>Course Site Selection</b>		
Regulatory Authority: <b>12VAC5-31-1400</b>		
Date of Issue: <b>December 1, 2002</b>	Effective Date: <b>March 1, 2005</b>	

- A. **Location** - Courses must be conducted in central community locations with suitable facilities and resources for instruction, such as regional training centers, hospitals, community colleges, religious institutions, and schools. Selection of classrooms must consider whether the room size can comfortably and safely accommodate the scheduled number of students allowing them an unobstructed view of audio-visual teaching aids and with limited interruptions. The Course Coordinator must have access to the climate and lighting controls of the room. A facility must allow sufficient space for required practical skill activities. Rooms used for written testing must be large enough to allow no more than three students to a standard conference table or no closer than two seats apart in a theater style room. Every effort must be made to conduct courses away from facilities that are subject to frequent interruptions (Fire stations, rescue squads, etc.)
- B. **Public Access** - Facilities selected for public courses must comply with the provisions of federal, state and local laws regarding building access for persons with disabilities. At a minimum, the initial session of all certification courses must be held in a location that is fully accessible to all interested parties. (Ability to access the classroom must not present a barrier for individuals seeking enrollment in the training program.)